

SCIENCE FOUNDATION IRELAND

Industry Fellowship Programme 2018

Call for Submission of Proposals

KEY DATES

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| • Call Launch | 14th September 2018 |
| • Proposal submission deadline | 23rd November 2018 at 13:00 |
| • Notification to applicants | April 2019 |

Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, the Government of Ireland, or any of their respective servants or agents. Science Foundation Ireland Terms and Conditions of Research Grants shall govern the administration of SFI grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for Submission of Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) Act, 2003, the Industrial Development (Science Foundation Ireland) (Amendment) Act 2013 and the Freedom of Information Acts 1997 and 2003.

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1. INTRODUCTION

The legal remit of Science Foundation Ireland (SFI) is to promote, develop and assist the carrying out of oriented basic and applied research in strategic areas of scientific endeavour that concern the future development and competitiveness of industry and enterprise in the State¹. **Oriented basic research** is “research that is carried out with the expectation that it will produce a broad base of knowledge that is likely to form the background to the solution of recognised, or expected, current or future problems or possibilities”. Additionally, **applied research** is defined as “an original investigation undertaken to acquire new knowledge and is directed primarily towards a specific practical aim or objective. The results of applied research are intended primarily to be valid for a single or limited number of products, operations, methods, or systems”. As outlined in SFI’s strategic plan, Agenda 2020², the Foundation is committed to working towards a goal where Ireland, by 2020, will be “the best country in the world for both scientific research excellence and impact”. Furthermore, in Innovation 2020³, Ireland’s five-year strategy on research and development, science and technology, the Foundation is committed to focus on scientific excellence, to couple that with an equal focus on impact and to enhance exchange between academia and industry, thus realising the benefits of the scientific effort for the Irish economy and society.

A key objective of Science Foundation Ireland is to foster industry-academia interactions by building strategic partnerships with industry to perform cutting-edge, industry-informed STEM research. In order to both develop and support collaborative research partnerships between industry and academia, Science Foundation Ireland is pleased to launch the Industry Fellowship Programme 2018.

The specific objectives of the Industry Fellowship Programme 2018 are to:

- Maximise the economic and societal impact of Irish state-funded research and resources, by enhancing industry-academia collaborations through the funding of collaborative industry-academia research projects.
- Foster impactful innovation by supporting industry-informed research and the exchange of knowledge and expertise between academia and industry.
- Enhance the breadth of training of researchers, and their employability.

It is expected that researchers be placed in either an Eligible Research Body⁴ or in industry will have the opportunity to participate in training and professional development programmes on offer by the host organisation.

Researchers moving from academia to industry are expected to gain a working knowledge of relevant business drivers (e.g. intellectual property, regulatory, investors and markets) and will gain from industry experience and established contacts. Science Foundation Ireland expects that the upskilling and industry exposure provided to postdoctoral academic researchers through the Industry Fellowship Programme will increase their employability, thereby maximising the impact of the training received by these researchers so far.

Researchers moving from industry to academia will gain from upskilling within world-leading academic laboratories and will benefit from access to state-of-the-art equipment and infrastructure.

¹ [About SFI - what we do](#)

² [Agenda 2020](#)

³ <https://dbei.gov.ie/en/Publications/Publication-files/Innovation-2020.pdf>

⁴ An Eligible Research Body, hereafter referred to as “academia”

2. PROGRAMME STRUCTURE AND REMIT

Structure of the Industry Fellowship Programme 2018

Fellowships can be awarded to faculty and postdoctoral researchers based in an academic or research institution, wishing to undertake a placement in industry worldwide (“Academia-to-Industry Fellowships”), and to employees of industry anywhere in the world (including Ireland) wishing to undertake a placement in an Eligible Research Body (“Industry-to-Academia Fellowships”), as summarised in **Figure 1**.

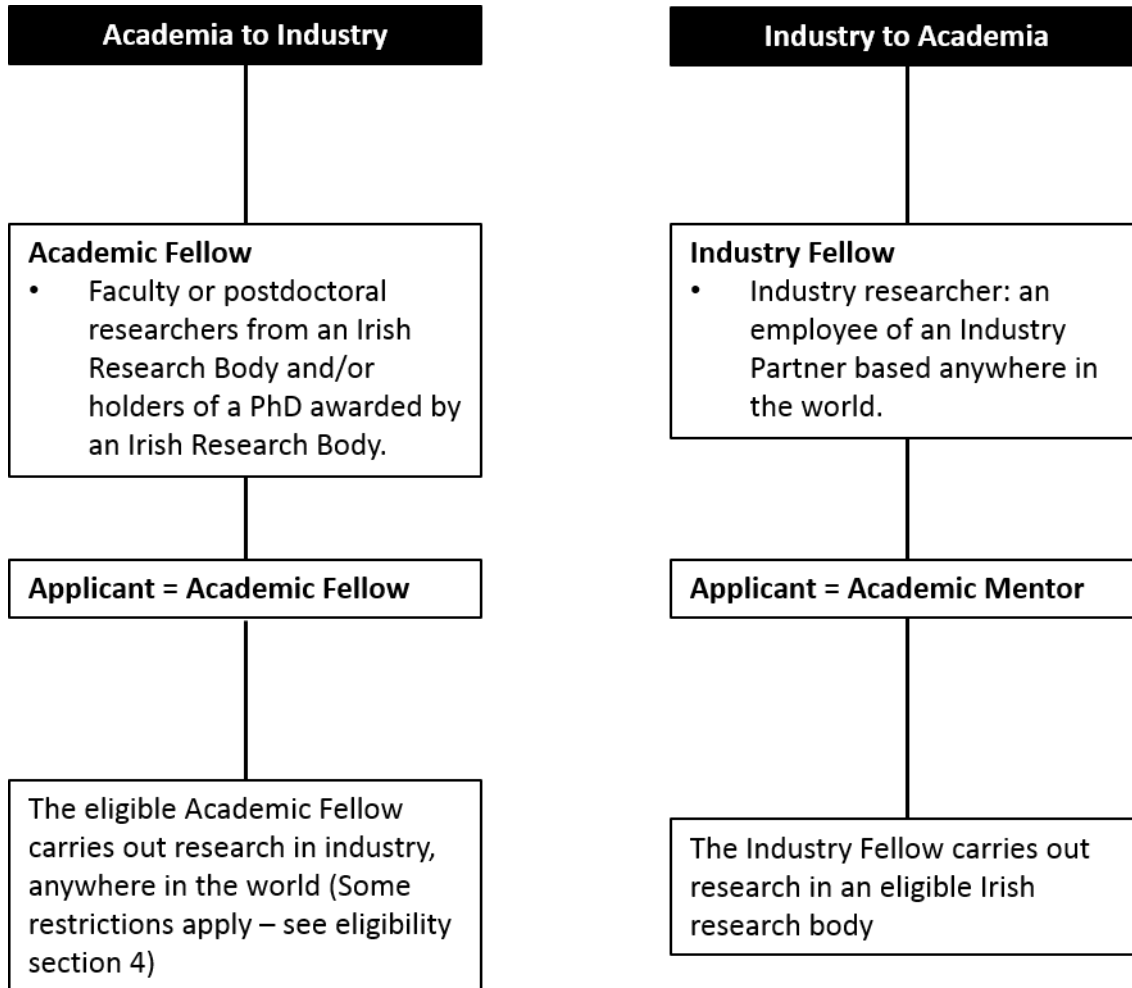


Figure 1. Structure of the Industry Fellowship Programme 2018.

Programme Remit

The legal remit of SFI is to promote, develop and assist the carrying out of oriented basic and applied research in strategic areas of scientific endeavour that concern the future development and competitiveness of industry and enterprise in the State. As outlined in SFI's strategic plan, Agenda 2020, the Foundation is committed to continuing its focus on funding excellent science that will deliver strongly on impact, thus realising significant benefits for the Irish economy and Irish society. Research carried out through the SFI Industry Fellowship programme must be aligned to SFI's legal remit and should align with one of the 14 Research Priority Areas (2018 - 2023⁵) or to any other area under SFI's legal remit where there is convincing evidence that there will be significant potential for economic and/or societal impact.

Eligibility of the Research Body

The Research Body is the body responsible for the overall financial and administrative co-ordination of research programmes supported by research grants from Science Foundation Ireland. A list of Eligible Research Bodies is available on the SFI website. The Research Body will administer the funds of successful Fellowships.⁶

The term 'Research Body' and 'Institution' are equivalent and interchangeable in SFI documentation and in the SFI SESAME system.

Eligibility of Industry Partner

Only one Industry Partner per application is permitted.

Eligible industry partners:

- Must be a research-active company.
- Must be a private for-profit company located in Ireland or abroad.
- Must possess the appropriate independent infrastructure, revenue and staffing, to provide appropriate working conditions and training to prospective Fellows.
- Commercial semi-state companies such as the group of companies under CIE, EirGrid, ESB, etc. and their similar counterparts worldwide are eligible Industry Partners.
- Academic spinouts are eligible Industry Partners provided they meet all other eligibility criteria, including the disclosure of any potential conflicts of interest. Note also that industry employees seconded to Research Bodies, such as Researchers-in-Residence, are not eligible Industry Partners.

Examples of non-eligible include:

- Government-funded entities such as hospitals, technology transfer offices of public entities, government departments or other agencies of the state.
- Charities and not-for-profit organisations.

Applicants are advised to seek clarification with regard to the eligibility of a potential Industry Partner from the Research Office of their Research Body in advance of proposal submission. For additional clarification, please email industry.fellowship@sfi.ie.

⁵ <https://dbe.gov.ie/en/Publications/Publication-files/Research-Priority-Areas-2018-to-2023.pdf>

⁶ <http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/>

3. RESEARCH IMPACT

Each year the Irish Government spends in the region of €750M on scientific research, training and development. As with all public spending, it is necessary to demonstrate and articulate the potential impact and benefits of scientific research.

Defining Impact

Impact can be described as the demonstrable contribution that excellent research makes to the economy and society. Impact embraces the diverse ways in which research-related knowledge and skills benefit individuals, organisations and nations by:

- Powering an innovative and enterprising economy
- Creating high-value jobs
- Attracting, developing and nurturing businesses, scientists and talented people
- Increasing the effectiveness of public services and policy
- Enhancing the quality of life, health and creative output
- Developing the country's international reputation
- Educating and training the population
- Solving the major national and global problems and challenges, such as food security and world hunger, climate change, energy security, ageing population, rural sustainability, and other sustainability challenges.

Measuring and assessing impact

SFI recognises that some research projects may have immediate impact whereas other projects may take much longer to achieve impact. For example, an output such as a filed patent is unlikely to create an impact until the patent is licensed to develop a product, which can then generate revenue and jobs. The adoption of a project output such as a new standard or protocol could improve the performance of an existing business, which could also impact revenue and jobs. The discovery of a new treatment or medical device will have obvious health as well as potential economic benefits.

4. ACADEMIA-TO-INDUSTRY FELLOWSHIPS

Within Academia-to-Industry Fellowships, researchers based in academia (Academic Fellows) are placed at an Industry Partner's premises to undertake a collaborative research project with an Industry Mentor.

For Academia-to Industry Fellowships, the Academic Fellow is always the Applicant and, if successful, the grant holder of the Industry Fellowship award.

Definitions:

Academic Fellow / Applicant	A faculty researcher or postdoctoral researcher currently working in an eligible Irish Research Body, or a postdoctoral researcher having held a research contract in an eligible Irish Research Body, or the holder of a PhD awarded by an Irish Research Body (see specific eligibility criteria below). The Academic Fellow will be hosted by the <i>Industry Mentor</i> to work on the Industry Partner's premises during his/her <i>Placement</i> .
Faculty Researcher	A researcher who is currently employed as an academic staff member of an eligible Irish Research Body (e.g. lecturers, associate and full professors), who are either permanent or temporary (contract of more than 2 years).
Postdoctoral Researcher	A researcher who holds a PhD at the time of application and who additionally holds, or has held, a postdoctoral research contract in an eligible Irish Research Body, or the holder of a PhD degree awarded by an eligible Irish Research Body.
Industry Mentor	An industry researcher/leader employed by an Industry Partner who will host an <i>Academic Fellow</i> . The <i>Industry Mentor</i> is the primary contact on the <i>Industry Partner's</i> premises who is hosting the <i>Academic Fellow</i> , and who will accommodate the Academic Fellow during his/her <i>Placement</i> . The Industry Mentor is committed to providing mentoring, an appropriate work environment and infrastructure for the duration of the award, as well as logistical support required to facilitate the Fellowship.
Industry Partner	See definition previously outlined in Section 2 above.
Research Body	See definition in Section 2 above. The Research Body signs off on the Industry Fellowship application and submits to SFI on behalf of the applicant. The Research Body may be the current employer of an Academic Fellow at the time of application, or may become the employer of an Academic Fellow if the application is successful.
Placement	The time spent by the Academic Fellow working on the <i>Industry Partner's</i> premises.
Award duration	The overall time between the beginning and the end of the Fellowship.
Time Commitment	The percentage time spent on the Placement against the total Award Duration.

Duration and Structure of the Fellowship

Academia-to-Industry fellowships can have an Award Duration of between 1 and 12 months if full-time, and between 2 and 24 months if part-time.

Full-time fellowships. For full-time fellowships, the Academic Fellows spend between 1 and 12 months in the Placement over a maximum award duration of 12 months (i.e. 100% of their time placed on the premises of the Industry Partner = 100% Time Commitment).

Part-time fellowships. For part-time fellowships, the Academic Fellows spend between 2 and 12 months in the Placement over a maximum award duration of 24 months, i.e. the Academic Fellows spend only part of their working time in the Placement. Please note that the maximum Placement duration for part-time fellowships is 12 months. The duration of the Placement (and related Time Commitment) is expected to be around 50% of the Award Duration but may vary depending on the needs of the project and training plan. Please note that only the Placement time is funded through the award (see Eligible Costs below). Applicants are required to demonstrate that the duration, frequency and number of visits associated with a part-time placement is appropriate to deliver the proposed project and training plan. Part-time fellowships are also suitable for applicants wishing to work reduced hours due to family commitments and / or those wishing to return to employment following a career break.

Start date. Successful applicants will be required to start the fellowship within 6 months following notification of funding from Science Foundation Ireland. In case of maternity leave⁷ or other exceptional, justified circumstances, the start date of the fellowship may be further delayed, subject to approval from SFI.

Eligibility Criteria of the Academic Fellow

All Applicants must hold a PhD or equivalent. Please consult the SFI Policy of PhD Equivalence⁸ for further information. Note that the PhD must have been fully awarded at the time of application. The official date is defined as the day, month and year that the degree was conferred, i.e. the month and year printed on the official PhD certificate. Verification of this official date by the awarding research body must be available upon request.

For Academia-to-Industry fellowships, all Applicants must be:

- A permanent member of the academic staff (“Faculty researcher”) of an eligible Irish Research Body, or
- A former or current contract postdoctoral researcher in an eligible Irish Research Body, or
- The holder of a PhD degree awarded by an eligible Irish Research Body.

Additionally:

- The Academic Fellow is always the Applicant and, if successful, the grant holder of the Industry Fellowship award.
- The Academic Fellow remains an employee of the Research Body at all times, *including* during the Placement.
- Proposals are not accepted from Applicants who wish to be hosted in an organisation in which they have a financial interest or hold a decision-making role (see Section 13 – Disclosure of Conflict of Interest).
- Only one Fellowship application per Applicant is permitted.
- Academic Fellows who have been successfully funded once through the Industry Fellowship programme are eligible to apply a second time BUT are not eligible to carry out the Placement with the same Industry Partner.

⁷ <http://www.sfi.ie/funding/sfi-policies-and-guidance/policies-specific-to-award-holders/index.xml>

⁸ <http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/index.xml>

Specific eligibility criteria for each category of Applicant are outlined below:

(A) Faculty Researcher

All Category A Applicants must meet the following criteria:

- Applicants must be a member of the academic staff (“Faculty Researcher”) of an eligible Irish Research Body (permanent or with an active contract at the time of application).
- Applicants must hold a PhD or equivalent for at least 3 years by the submission deadline.
- Applicants must be senior author on 3 international peer reviewed articles. Only original research publications, and not review articles, are acceptable.
- The Applicant is expected to have the experience, capability and authority to mentor and supervise postgraduate students and team members.
- The Applicant is expected to have the necessary research management experience, as exemplified by one or more of the following:
 - The winning of at least one competitively awarded, internationally peer reviewed research grant.
 - The winning of a competitively awarded R&D, innovation or commercialisation award (not including an Enterprise Ireland Commercial Case Feasibility Grant or Clinical Innovation Award)
 - Management of an industry-funded project or EU award project.
- The Applicant is also expected to have the necessary experience in the management of research staff.

Additionally:

- Fixed-term contract academic/faculty appointments, including full-time, fixed-term lecturing contracts of **more than 2 years** should apply under Category A. Please note that for these applicants, SFI will not support a fellowship beyond the end date of their faculty appointment. As such, these applicants are only eligible to apply before the last year of their contract and must ensure that the Fellowship duration would not extend beyond the end of the applicant’s faculty appointment.
- Please note that the Applicant may be required to provide evidence of his/her role in any project used to meet this eligibility criterion. As evidence, Science Foundation Ireland may request the Research Office of the Applicant’s Research Body to provide details of the project to satisfy the Foundation of the Applicant’s role. If this evidence is not satisfactory then the Foundation may disregard the inclusion of this project, which may in turn make the application ineligible.

(B) Postdoctoral Researcher

All Category B Applicants must be:

- A contract postdoctoral researcher (including Research Fellows and holders of personal fellowships) currently working on either an SFI-funded or a non-SFI-funded research, innovation or commercialisation award in an eligible Irish Research Body, or
- A postdoctoral researcher (including Research Fellows and holders of personal fellowships) who previously held a contract and who has worked on either an SFI-funded or a non-SFI-funded research, innovation or commercialisation award in an eligible Irish Research Body, or
- The holder of a PhD degree awarded by an eligible Irish Research Body, who is:
 - i. Not eligible under Category A.
 - ii. Not a current or previous contract postdoctoral researcher as per 1) and 2) above.
 - iii. Not currently employed in industry, either in Ireland or abroad.

Additionally:

- PhD holders currently residing or working abroad are only permitted to undertake placements with Industry Partners based in Ireland.
- Postdoctoral Researchers who are employed under a Contract of Indefinite Duration are permitted to apply to the Industry Fellowship Programme.

- Category B applicants may apply to carry out a Fellowship through an eligible Irish Research Body that is different from the Applicant's current employer. In such cases, the application must be submitted through the prospective employing Research Body, and not the current one.
- Category B applicants who have secured **TWO** Industry Fellowship awards through previous calls are not eligible to apply for a third award.
- Applicants who have previously held an Industry Fellowship award can apply for a second award but cannot apply again for a Placement with the same Industry Partner as the first award.
- Postdoctoral holders of individual fellowships (e.g. SFI Starting Investigator Research Grant, IRC postgraduate scholarships, MSCA fellowships) must apply under Category B and cannot apply earlier than one year before the end of their fellowship/contract.
- Please note that an Applicant qualifying under Category B is eligible to apply only as a prospective Fellow and not as a Mentor for Industry-to-Academia Fellowships (see Section 5).

Eligibility Criteria of the Industry Mentor

The Industry Mentor must be a formal employee of an eligible Industry Partner, and have:

- Relevant experience working in an industry environment.
- Experience and knowledge of industry processes including operational and business procedures.
- A proven record of leadership and accomplishment appropriate to international standards in their field, industry sector and career stage.

Additionally:

- Academic employees currently seconded on Industry Partners' premises are not eligible Industry Mentors.
- Industry employees seconded to Research Bodies, such as Researchers-in-Residence, are not eligible Industry Mentors.

Research Body endorsement certifies that the Applicant, Industry Partner and Industry Mentor meet the relevant eligibility criteria.

Where an Applicant, Industry Partner or Industry Mentor fail to meet the eligibility criteria outlined above, the application will be deemed ineligible and will not be accepted for review.

Funding for Academic Fellows

The maximum SFI contribution to an Academia-to-Industry Fellowship award is **€100,000** direct costs.

Note that the funding referred to in this section is the maximum SFI contribution to the Fellowship, however the Research Body and Industry Partner may provide additional support. Such support should be detailed in the budget justification section of the proposal and in the Industry Partner's Letter of Support. **For example, Industry Partners may elect to provide a portion of the Academic Fellow's salary, or to supplement the Fellow's mobility costs (see below) as part of the Industry Partner's cash contribution towards the project.**

Please note that, where relevant, in-kind contributions to the project from the Industry Partner, such as research and training costs during the Academic Fellow's placement (e.g. courses, mentor's time, access to specialist equipment, materials & consumables, etc.) should also be described in the budget justification section. Additional examples of allowable Cash and in-kind Contributions can be found on the [SFI website](#). The quantification of these non-mandatory company contributions may support the competitive assessment of the proposal and the demonstration of the collaborative nature of the project.

The Applicant should outline the details of all travel and accommodation expenses directly related to Fellowship activities and describe the rationale / need for these costs in the budget justification section of their application. Should any taxation issue related to these costs arise, it is the responsibility of the awardee and the Research Body to address it. Science Foundation Ireland recognises that this allowance might not be

sufficient to cover all the mobility-related costs incurred by the Fellow and encourages the Industry Partner to contribute towards these costs in the form of a contribution towards the project, providing details in the budget justification section.

Category A Eligible Costs

- **Teaching buyout** when the Academic Fellow (Category A) is located on the Industry Partner's premises. Teaching buyout costs should be calculated on the basis of hiring a temporary lecturer (e.g. at point 1 on the Assistant Lecturer salary scale, or equivalent point on the institutional scale) regardless of the seniority of the prospective Academic Fellow. Requests must be pro-rata and proportional to the time commitment.
- **Mobility Allowance (max. €10,000)**. A contribution towards travel and accommodation costs directly related to the progress of the Fellowship may be requested to support:
 - Attendance at one relevant international conference to the level of €1,500, unless otherwise specified by naming and costing the intended conference
 - Travel to and from the Mentor's organisation at the beginning and end of the Placement. By default, travel is calculated as the cheapest available public transport option
 - Accommodation costs related to relocation of the Fellow, where relevant and justified
 - One return trip per year for personal reasons in case of relocation, where relevant and justified
 - Costs associated with one short visit (e.g. a few weeks) to a location relevant to the Fellowship, such as the company's headquarters
 - Visa and health insurance costs related to relocation of the Fellow where appropriate and justified.

Category B Eligible Costs

- A **salary** contribution for the duration of the placement can be requested by Postdoctoral Researchers (whether fixed-term or on a contract of indefinite duration). These Applicants should refer to the SFI [Grants Team Member Budgeting Scale](#) for the latest team member salary scales. Please note:
 - Applicants currently employed on a research, innovation or commercialisation grant through a Research Body should specify their current salary in the Letter of Support from the Research Body. Based on this information, successful applicants will be awarded a contribution to salary of the subsequent point on the SFI salary scale.
 - When information on the current salary is not available, a salary based on the years post-PhD of the researcher will be allocated, counting one salary point per year. For example, a postdoc with 3 years' experience post-PhD at the time of application would be allocated a salary corresponding to Level 2A Point 4 on the [SFI Grants Team Member Budgeting Scale](#)
 - Salary requests must be pro-rata and proportional to the time commitment.
- **Mobility Allowance (max. €10,000)**. A contribution towards travel and accommodation costs directly related to the progress of the Fellowship may be requested to support:
 - Attendance at one relevant international conference to the level of €1,500, unless otherwise specified by naming and costing the intended conference.
 - Travel to and from the Mentor's organisation at the beginning and end of the Placement. By default, travel is calculated as the cheapest available public transport option.
 - Accommodation costs related to relocation of the Fellow, where relevant and justified.
 - One return trip per year for personal reasons in case of relocation, where appropriate and justified.
 - Costs associated with one short visit (e.g. a few weeks) to a location relevant to the Fellowship, e.g. company's headquarters or parent company. Co-applicants and Collaborators are not permitted in the Industry Fellowship programme.
 - Visa and health insurance costs related to relocation of the Fellow may be supported, where appropriate and justified.

The following costs are not eligible under an SFI Industry Fellowship Award:

- Salary costs are not eligible under Category A.
- Equipment, Material & Consumables: Equipment, materials and consumables are not eligible costs for support from Science Foundation Ireland under the Industry Fellowship Programme. Such costs can be supported by the Industry Partner, where relevant.
- Other Ineligible costs include PhD stipends and fees; subsistence costs; contingency or miscellaneous costs; hospitality & entertainment costs; office equipment & supplies; technology transfer or patent costs; conference & workshop organisation costs; journal subscriptions; costs incurred by anyone other than the Fellow. Where relevant, these costs can be supported by the Industry Partner.

5. INDUSTRY-TO-ACADEMIA FELLOWSHIPS

Within Industry-to-Academia Fellowships, researchers based in industry (Industry Fellows) are placed within an eligible Irish Research Body to undertake a collaborative research project with an Academic Mentor.

For Industry-to-Academia Fellowships, the Academic Mentor is always the Applicant and, if successful, the grant holder of the Industry Fellowship award.

Definitions:

Industry Fellow	An industry researcher/leader employed by an Industry Partner who will be hosted by an <i>Academic Mentor</i> to work on the <i>Research Body's</i> premises.
Academic Mentor	A member of faculty staff currently employed in an eligible Irish academic or research institution, who hosts an <i>Industry Fellow</i> . The Academic Mentor is the primary contact within the Research Body who is hosting the Industry Fellow, and who will accommodate them during the <i>Placement</i> . The <i>Academic Mentor</i> is committed to providing mentoring, an appropriate work environment and infrastructure for the duration of the award, as well as logistical support required to facilitate the Fellowship. The Academic Mentor will also serve as the Applicant (See below).
Applicant	The <i>Applicant</i> is the academic mentor and will be responsible for submitting the proposal to Science Foundation Ireland via the Research Body Research Office and, if successful, for the scientific and technical direction of the work programme and the submission of reports to Science Foundation Ireland. If successful, the <i>Applicant</i> becomes the grant holder of the Industry Fellowship award and has primary responsibility and accountability for carrying out the award activities within the funding limits awarded and in accordance with the SFI Terms and Conditions of Research Grants . The Applicant will serve as the primary point of contact for Science Foundation Ireland during the review process and, if successful, for the award. No Co-Applicants or Collaborators (as per the SFI Investigator Titles) are permitted on Industry Fellowship applications.
Industry Partner	See definition previously outlined in Section 2.
Research Body	See definition previously outlined in Section 2. The Research Body who signs off on the Industry Fellowship application is also the current employer of the Applicant at the time of application. The Research Body will administer the funds of the successful Fellowship awards.

Placement	The time spent by the <i>Industry Fellow</i> working in the <i>Research Body</i> .
Award Duration	The overall time between the beginning and the end of the Fellowship.
Time Commitment	The percentage time spent on Placement against the total Award Duration.

Duration and Structure of the Fellowship

Industry-to-Academia fellowships can have an Award Duration of between 1 and 12 months if full-time, and between 2 and 24 months if part-time.

Full-time fellowships. For full-time fellowships, the Industry Fellows spend between 2 and 12 months in the Placement (i.e. 100% of their time placed on the premises of the Academic Mentor=100% Time Commitment).

Part-time fellowships. For part-time fellowships, the Industry Fellows spend between 2 and 12 months in the Placement over a maximum award duration of 24 months, i.e. the Fellows spend only part of their working time in the Placement. Please note that the maximum Placement duration for part-time fellowships is 12 months. For part-time fellowships, the duration of the Placement (and related Time Commitment) is expected to be around 50% of the Award Duration but can vary depending on the needs of the project and training plan. Please note that for part-time fellowships, only the Placement time is funded through the award (see Budget section). For part-time Fellowships, Applicants are required to demonstrate that the duration, frequency and number of visits associated with a part-time placement is appropriate to deliver the proposed project and training plan. Part-time fellowships are also suitable for applicants wishing to work reduced hours due to family commitments.

Start date. Successful applicants will be required to start the fellowship within 6 months of receipt of the notification to Applicants from Science Foundation Ireland. In case of maternity leave or other exceptional, justified circumstances, the start date of the fellowship may be further delayed.

Eligibility Criteria of the Industry Fellow

The Industry Fellow must be a formal employee of an eligible Industry Partner, and have:

- Relevant experience working in an industry environment.
- Experience and knowledge of industry processes including operational and business procedures.
- A proven record of accomplishment appropriate to international standards in their field, industry sector and career stage.

The following are not eligible to serve as Industry Fellows:

- Academic employees currently seconded to the Industry Partner's premises.
- Industry employees currently seconded to Research Bodies, such as Researchers-in-Residence.
- Industry researchers whose time contribution is already being counted as an in-kind contribution towards a Science Foundation Ireland award (e.g. Research Centres).

Eligibility Criteria of the Academic Mentor (Applicant)

All Academic Mentors must apply under Category A and must meet the following criteria:

- Applicants must be a member of the academic staff ("Faculty") of an eligible Irish Research Body (permanent or with an active contract at the time of application).
- Applicants must hold a PhD or equivalent for at least 3 years by the submission deadline.

- Applicants must be senior author on 3 international peer reviewed articles. Only original research publications, and not review articles are acceptable.
- The Applicant is expected to have the experience, capability and authority to mentor and supervise postgraduate students and team members.
- The Applicant is expected to have the necessary research management experience, as exemplified by one or more of the following:
 - the winning of at least one competitively awarded, internationally peer reviewed research grant.
 - the winning of a competitively awarded R&D, innovation or commercialisation award (not including an Enterprise Ireland Commercial Case Feasibility Grant or Clinical Innovation Award).
 - management of an industry-funded project or EU award project.
- The Applicant is also expected to have the necessary experience in the management of research staff.

Additionally:

- Fixed-term contract academic/faculty appointments, including but not limited to, SFI Future Research Leaders award holders and other full-time, fixed-term lecturing contracts can act as Academic Mentors. Please note that for these applicants, SFI will not support a fellowship beyond the end date of their faculty appointment. As such, these applicants are only eligible to apply before the last year of their contract and must ensure that the Fellowship duration would not extend beyond the end of the applicant's faculty appointment.
- Please note that the Applicant may be required to provide evidence of his/her role in any project used to meet these eligibility criteria. As evidence, Science Foundation Ireland may request the Research Office of the Applicant's Research Body to provide it with details of the project to satisfy the Foundation of the Applicant's role. If this evidence is not satisfactory then the Foundation may disregard the inclusion of this project, which may in turn make the application ineligible.
- Proposals are not accepted from Applicants who wish to receive Industry Fellows from an organisation in which they have a financial interest or hold a decision-making role (see Section 13 – Disclosure of Conflict of Interest).
- There is no limit to the number of applications from Academic Mentors to host Industry Fellows within a given Industry Fellowship call, as long as each application is distinct and strongly justified.
- Contract postdoctoral researchers, including Research Fellows, are not eligible to serve as Academic Mentors.
- Industry Fellows who have been funded in previous rounds of this programme are not eligible to apply to be placed with the same Academic Mentor.

Research Body endorsement certifies that the Applicant, Industry Partner and Industry Mentor meet the relevant eligibility criteria.

Where an Applicant, Industry Partner or Industry Mentor fail to meet the eligibility criteria outlined above, the application will be deemed ineligible and will not be accepted for review.

Funding for Industry Fellows

The maximum Science Foundation Ireland contribution to an Industry-to-Academia Fellowship award is **€10,000** direct costs.

Note that the funding referred to in this section is the maximum Science Foundation Ireland contribution to the Fellowship, however the Research Body and Industry Partner may provide additional support, which should be detailed in the budget justification section of the proposal. For example, Industry Partners may elect to supplement the Fellow's mobility costs (see below) as part of the Industry Partner's cash contribution towards the project. Additional examples of allowable cash and in-kind contributions can be found on the [SFI](#)

[website](#). The quantification of these non-mandatory company contributions may support the competitive assessment of the proposal and the demonstration of the collaborative nature of the project.

For Industry Fellows, the following costs are eligible:

- **Mobility Allowance (max. €10,000):** A contribution towards travel and accommodation costs directly related to the progress of the Fellowship may be requested to support:
 - Attendance at one relevant international conference to the level of €1,500, unless otherwise specified by naming and costing the intended conference.
 - Travel to and from the Mentor's organisation at the beginning and end of the Placement. By default, travel is calculated as the cheapest available public transport option.¹²
 - Accommodation costs related to relocation of the Fellow, where relevant and justified.
 - One return trip per year for personal reasons in case of relocation, where relevant and justified.
 - Visa and health insurance costs related to relocation of the Fellow may be supported, where appropriate and justified.
 - Should any taxation issue related to these costs arise, it is the responsibility of the awardee's Research Body to address it. Science Foundation Ireland recognises that this allowance might not be sufficient to cover all the mobility-related costs incurred by the Fellow and encourages the Industry Partner to contribute towards these costs in the form of a contribution towards the project.

Ineligible costs

Salary is not an eligible cost for Industry Fellows.

Equipment, Material & Consumables: Equipment, materials and consumables are not eligible costs for support from Science Foundation Ireland under the Industry Fellowship Programme.

Other ineligible costs include PhD stipends and fees; subsistence costs; contingency or miscellaneous costs; hospitality & entertainment costs; office equipment & supplies; technology transfer or patent costs; conference & workshop organisation costs; journal subscriptions; costs incurred by anyone other than the Fellow.

6. INDIRECT COSTS

In addition to the direct costs, Science Foundation Ireland also makes an indirect or overhead contribution to the Applicant's Research Body, which is reflected as a percentage of the direct costs. Overheads are payable as a contribution to the Research Body for the indirect costs of hosting or facilitating SFI-funded research programmes and are intended to enable the Research Body to develop internationally competitive research infrastructure and support services. All awards are made directly to the Applicant's Research Body⁹.

7. PROPOSAL REVIEW PROCEDURE AND CRITERIA

Following the submission of proposals to the Industry Fellowship 2018 Programme Call, all proposals are checked for compliance with: **non-technical** mandatory criteria (e.g. all sections complete, page numbers not exceeded, all Letters of Support included); **technical** mandatory criteria (e.g. employment/qualification status, publication requirements, alignment with the legal remit of Science Foundation Ireland, and all other relevant

⁹ <https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/>

eligibility criteria); and any other requirements outlined in the call document. Proposals identified as ineligible at this stage will be declined without review.

All reviewers engaged by Science Foundation Ireland are required to adhere to the SFI Reviewer Code of Conduct (see below). At all times the identity of the reviewers will be confidential.

Domain-specific international peer reviewers are employed in the remote review of applications to the Industry Fellowship Programme. A number of proposals are assigned to each remote reviewer based on expertise.

During review, the following, equally-weighted, review criteria are applied by the international reviewers:

1. Quality of Research and Training

- Quality and innovative aspects of the research programme.
- Quality and innovative aspects of the training programme, including mentoring.
- Suitability and/or complementarity of the Fellow's expertise with the research and training programme.

2. Potential for Impact

- Potential for long-term collaboration between the participants, and their commitment to the programme.
- Enhancement of the career perspectives and employability of the Fellow and contribution to his/her skills development.
- Quality of the proposed measures to exploit and disseminate the results, including IP management plans.

3. Execution and Delivery

- Coherence and feasibility of the work and training plan.
- Appropriateness of the infrastructure and mentoring arrangements provided by the Mentor.

The written evaluations provided by the remote reviewers will be provided as feedback to applicants at the end of the overall review process.

Following submission of reviews from the remote panel, all eligible proposals will progress to the second stage. The second stage of full proposal review is undertaken by a sitting panel composed of Science Foundation Ireland staff and at least one independent expert engaged by Science Foundation Ireland. This panel convenes to discuss each proposal and the postal reviews submitted as part of the first stage of review. Only proposals demonstrating a strong potential for deepening intersectoral engagement, industry-academia exchange of knowledge and upskilling of researchers are recommended for funding by the sitting panel.

SFI Reviewer Code of Conduct

Experts engaged by Science Foundation Ireland are required to abide by the SFI Reviewer Code of Conduct¹⁰. Amongst other requirements, this includes operation in a confidential, fair, independent and equitable manner. Experts are required to confirm, in advance of carrying out their review(s), that they will do so in a confidential manner. The identity of experts who conduct the postal reviews shall remain confidential and shall not be disclosed to the applicant. Science Foundation Ireland shall not be liable for the release of information concerning proposals to third parties by those international experts involved in the peer-review process.

¹⁰ <http://www.sfi.ie/funding/sfi-policies-and-guidance/other/index.xml>

Adherence to the SFI Reviewer Code of Conduct also requires experts to immediately identify and declare where a conflict of interest exists or arises; in such cases, alternative reviewers will be appointed.

Reviewers must adhere to high standards of integrity during the peer-review process. They must not compromise the intellectual property integrity of the application and may not appropriate and use as their own, or disclose to any third party, ideas, concepts or data contained in the applications they review.

8. ORCID ID

ORCID¹¹ provides a unique identifier for all researchers which can then be linked to their different research works across different platforms.

There are a number of benefits to creating an ORCID ID that include:

1. ORCID allows you to pull information from different platforms creating a centralised reference to your different works (e.g. publications, patents, awards) in one location using a single sign in.
2. Your ORCID ID is a unique identifier which distinguishes you from other researchers with a similar name.
3. Using the ORCID ID assists in making your research works more visible to funders and publishers. You are able to build a complete picture of your research in one location.

As part of the integration of SESAME with ORCID, it is possible for researchers to import publication data from ORCID directly into their SESAME Researcher Profile.

For the Industry Fellowship 2018 call, applicants are required to have their SESAME Researcher Profiles linked to an ORCID ID before an application can be submitted.

9. APPLICATION SUBMISSION

Proposals will only be accepted through SESAME, Science Foundation Ireland online grants and awards management system.

Access to SESAME is controlled by staff at the Research Office of your Host Research Body. Please follow your internal organisational process to request this access.

Once you have been registered by your Research Office, you will receive an email containing:

1. Username
2. Password
3. SFI PIN number
4. SESAME website address

Your username and password are needed to log in to SESAME.

Science Foundation Ireland 's grants and awards management system, SESAME, is accessed using the Internet; no additional software needs to be installed. You can access SESAME online from any location. The configuration of some browsers and internet infrastructure (pop-up blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties, please contact your organisation's IT support team.

The SESAME system is accessed using the following Internet address:

<https://grants.sfi.ie>

¹¹ <http://orcid.org/>

SESAME enables:

- Individual researchers to apply online for Science Foundation Ireland grants.
- Host Research Bodies to review and authorise all applications.

Once submitted by the host Research Body to Science Foundation Ireland through SESAME, an application cannot be withdrawn and subsequently modified for resubmission in the same call, regardless of the date of submission.

Submission Procedure

Detailed instructions for the submission procedure can be found in Appendix D. Full proposals must be submitted online through SESAME to Science Foundation Ireland by the Research Office of the Applicant's Research Body before the call deadline.

Applicants should follow carefully the instructions below and in the SESAME Users Guides¹² to complete the various sections of the application. In addition, a checklist of requirements is provided in Appendix C of this call document.

The following documents must be created outside SESAME and uploaded onto the system as PDF documents:

- 1) Full Fellowship Proposal (max. 6 pages).** See Proposal Template in Appendix B.
- 2) References List (max. 1 page).**
A list of references should be provided; include author(s), title of article, name of publication, date of publication, and details (such as volume, pages).
- 3) Budget Justification (max. 2 pages)**
The Applicant should provide a justification for all costs (salary, teaching buyout, Mobility Allowance, as appropriate) associated with the application. Please note that costs that are not considered to be fully justified in this section will not be approved for funding.
While not mandatory, applicants should also provide details of cash and in-kind contributions that are committed by the Industry Partner. These can be broken down according to Table 2. Cash and in-kind contributions from the Industry Partner may consist of, but are not limited to, travel, subsistence or accommodation costs for the Academic Fellow, mentoring time, access to specialist equipment, materials & consumables. Additional examples of allowable cash and in-kind Contributions can be found on the [SFI website](#).

	Year 1	Year 2	Total ¹³
Industry Cash	€	€	€
Industry in-kind			
Cost 1	€	€	€
Cost 2	€	€	€
Total	€	€	€

Table 2. Breakdown of industry contributions.

¹² <http://www.sfi.ie/funding/award-management-system/>

¹³ This number should match the value of cash and in-kind contributions entered in SESAME and confirmed in the Industry Letter of Support.

4) Letters of Support (max 2 pages each). See Section 9 for details.

Early submission in SESAME is strongly recommended. Applicants who wait until shortly before the close of the call to upload their proposal for Research Body review and approval prior to the deadline, are at serious risk of encountering submission issues. The submit button will cease to be active at the indicated deadline.

Once submitted by the Research Body to SFI through SESAME, an application cannot be withdrawn and subsequently modified for resubmission in the same call, regardless of the date of submission.

Please note that the deadlines referred to in this Call Document refer to submission of the finalised application to Science Foundation Ireland by the Applicant's Research Office. Research Offices may mandate internal submission deadlines in order to ensure that they have sufficient time to review applications and submit them to Science Foundation Ireland.

Applications that are incomplete in content, or exceed the page limit specifications, will be deemed ineligible and will not be accepted for review.

10. LETTERS OF SUPPORT

Please note that not supplying a requisite letter of support will deem an application ineligible. Letters of support must not exceed 2 pages in length.

Academia to Industry Fellowships

Category A Applicants (Faculty Researchers)

The following letters of support must be provided by Category A Applicants:

- **Research Body Letter of Support.** The Research Body submitting the application must supply a signed letter of support endorsing the suitability of the Fellow's and Mentor's expertise to the proposed collaborative research project.
- **Industry Mentor Letter of Support.** The Industry Mentor must supply a signed letter of support endorsing the relevance of the Academic Fellow's expertise to the proposed collaborative research project. The Industry Mentor must also describe how they will provide the required infrastructure and capability to host the Fellow for the duration of the Fellowship. The Industry Partner's cash and in-kind contributions should be confirmed in the Letter of Support by including the following completed table:

	Year 1	Year 2	Total ¹⁴
Industry Cash	€	€	€
Industry in-kind			
Cost 1	€	€	€
Cost 2	€	€	€
Total	€	€	€

- **Technology Transfer Officer (TTO) Letter of Support.** A signed letter of support from the Research Body's TTO should indicate that the TTO is aware of the proposed Fellowship and highlight any relevant IP issues or discussions. The letter is expected to describe how the IP generated by the project will be protected and managed. For the purpose of the Industry Fellowship Programme, the IP arrangements are the responsibility of the Research Body, and shall reflect the collaborative nature of the project, the level of commitment of the Industry Partner and compliance with State Aid Regulations.
- **Statement from an SFI-funded Applicant** (where relevant). If the Applicant is already the holder of an active Science Foundation Ireland award, a signed statement must be submitted describing how the Fellowship will not negatively impact on the activities of all active Science Foundation Ireland awards in which they are involved, how these awards will be managed for the duration of their Fellowship and what arrangements will be put in place for the supervision of associated team members.
- **Centre Director Letter of Support** (where relevant). If the Applicant is a co-PI in a SFI Research Centre, a signed Letter of Support from the Centre Director, indicating their support for the Fellowship application and describing what arrangements will be put in place such that the temporary departure from the Centre will not negatively impact on the activities of the award.
- **Conflict of Interest Statement** from the Research Body, where relevant, describing the management of any potential conflict of interest arising from the Fellowship.

¹⁴ This number should match the value of cash and in-kind contributions entered in SESAME and in the budget justification.

Category B applicants (Postdoctoral Researchers)

The following letters of support must be provided by Category B Applicants:

- **Research Body Letter of Support.** The Research Body submitting the application must supply a signed letter of support endorsing the suitability of the Fellow's and Mentor's expertise to the proposed collaborative research project. Where possible, this Letter of Support must include details of the Postdoctoral Researcher's current funding award, details of the funding body and details of the Postdoctoral Researcher's current remuneration level as aligned to the SFI Team Member Budgeting Scale.
- **Industry Mentor Letter of Support.** The Industry Mentor must supply a signed letter of support endorsing the relevance of the Academic Fellow's expertise to the proposed collaborative research project. The Industry Mentor must also describe how they will provide the required infrastructure and capability to host the Fellow for the duration of the Fellowship. The Industry Partner's cash and in-kind contributions should be confirmed by the Letter of Support by including the following completed table:

	Year 1	Year 2	Total ¹⁵
Industry Cash	€	€	€
Industry in-kind			
Cost 1	€	€	€
Cost 2	€	€	€
Total	€	€	€

- **Technology Transfer Officer (TTO) Letter of Support.** A signed letter of support from the Research Body's TTO should indicate that the TTO is aware of the proposed Fellowship and highlight any relevant IP issues or discussions. The letter is expected to describe how the IP generated by the project will be protected and managed. For the purpose of the Industry Fellowship Programme, the IP arrangements are the responsibility of the Research Body, and shall reflect the collaborative nature of the project, the level of commitment of the Industry Partner and compliance with State Aid Regulations.
- **Research Fellow salary justification.** If the salary requested is on the Research Fellow or Senior Research Fellow Science Foundation Ireland salary scale, an additional formal letter from the Research Body should be supplied describing that the Applicant will be contractually differentiated by the Research Body from the standard cohort of postdoctoral researchers. Please refer to the [SFI Grant Budget Policy](#) for further details.
- **Conflict of Interest Statement** from the Research Body, where relevant, describing the management of any potential conflict of interest arising from the Fellowship.

Industry-to-Academia Fellowships

Category A Applicants (Faculty Researchers) only

- **Research Body Letter of Support.** The Research Body submitting the application must supply a signed letter of support endorsing the suitability of the Fellow's and Mentor's expertise to the proposed collaborative research project. The Research Body must also describe how they will provide the required infrastructure and capability to host the prospective Fellow for the duration of the Fellowship.
- **The Academic Mentor** must supply a signed letter of support endorsing the relevance of the Industry Fellow's expertise as relevant to the proposed collaborative project.
- **Technology Transfer Officer (TTO) Letter of Support:** A signed letter of support from the Academic Partner's TTO should indicate that the TTO is aware of the proposed Fellowship and highlight any relevant IP issues or discussions. The letter is expected to describe how the IP generated by the project will be protected and managed. Please refer specifically to the allocation of IP rights among the Participants, with

¹⁵ This number should match the value of cash and in-kind contributions entered in SESAME

reference to the respective contributions to the work programme and to the national guidance documents. For the purpose of the Industry Fellowship Programme, the IP arrangements are the responsibility of the Research Body, and shall reflect the collaborative nature of the project, the level of commitment of the Industry Partner and compliance with State Aid Regulations.

- **Industry Partner Letter of Support:** A signed letter of support should be supplied by the Industry Partner stating that they support the Fellowship and that the Industry Fellow will be allotted the required amount of time to complete the Fellowship as described in the proposal.
- **Conflict of Interest Statement** from the Research Body (where relevant), describing the management of any potential conflict of interest arising from the Fellowship.

11. APPLICATION AGREEMENT TO TERMS AND CONDITIONS

It should be noted that submission of an application represents the Applicant's agreement to SFI Terms and Conditions of Research Grants¹⁶. The submission of an application shall also be construed as consent by the applicants to participate in the peer-review process. Science Foundation Ireland reserves the right to return applications without review where they do not meet the eligibility criteria.

12. RESEARCH BODY APPROVAL

It should be noted that Research Body submission of an application represents their approval of an application and agreement to SFI Terms and Conditions of Research Grants.

Submission must only be made by an authorised Research Body representative. In particular, the Research Body is approving:

- The eligibility of the applicants
- That the applicants are, or will be upon receipt of the grant, recognised as employees of the Research Body for the duration of the grant
- That the requested budget including salaries/stipends and travel are in line with accepted institutional guidelines
- The availability of infrastructure within the institution as outlined by the applicant in the research proposal
- That the proposed research programme has not been funded by other sources
- That relevant ethical and regulatory approval has been or will be sought and must be granted prior to the award commencing
- That the relevant licences will be in place at the time of award
- That the details provided in relation to research funding history i.e., current, pending or expired grants, as detailed in the application, are valid and accurate

¹⁶ <http://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/index.xml>

13. DEADLINES

The deadline for full proposal submission will be November 23rd 2018, 13:00 Dublin Local Time.

14. INTELLECTUAL PROPERTY MANAGEMENT

IP management practices will be in accordance with national guidelines. In particular, the management of IP arising out of Industry Fellowship must comply with the practices and procedures described in the national IP protocol document *Inspiring Partnership – the national IP Protocol 2016*¹⁷. The arrangements related to the management of IP arising from the Industry Fellowship programme are the responsibility of the Research Body and shall reflect the collaborative nature of the project, the level of commitment of the Industry Partner and compliance with State Aid Regulations.

Disclosure of conflict of interest

The Host Institution hereby represents and warrants on its own behalf and on behalf of the Applicant, having made reasonable and diligent enquiries, that no conflict of interest arises from their participation in the Project and full and frank disclosure has been made in the Industry Fellowship proposal concerning all pre-existing interests.

When a potential or perceived conflict of interest arises, for example when a Postdoctoral Researcher proposes to carry out a Fellowship in a company where the researcher's current supervisor has a financial interest or decision-making role, these should be disclosed, and a management plan provided by the Research Body (see Letters of Support in Section 9).

Failure to provide a Conflict of Interest statement, where applicable, may result in the application being made ineligible.

15. SFI POLICIES AND POSITIONS

In addition to complying with the SFI Terms and Conditions of Research Grants, applicants are expected to be familiar and consult with SFI policies/positions and with all relevant national policies when preparing their application to any SFI programme. The following is a non-exclusive list of relevant policies; it should be noted that these are reviewed and updated periodically:

Clinical Trials – Research programmes that include clinical trials as part of the study must adhere to the SFI Clinical Trial and Clinical Investigation Policy,¹⁸ as well as with the requirements set out by the Health Products Regulatory Authority (HPRA).

Animal Usage – Applicants intending to use animals in their research projects are obliged to comply with the SFI Use of Animals in Research Policy,¹⁹ and should also ensure that their studies are in line with the HPA's position on the use of animals in research.

Research Integrity – SFI places paramount importance on ensuring that the highest standards of research integrity underpin all aspects of the research that it supports. To this end, SFI endorses the National Policy

¹⁷ <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

¹⁸ <http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/index.xml>

¹⁹ <http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/index.xml>

Statement on Ensuring Research Integrity in Ireland²⁰; that is, all institutions and SFI award holders are expected to abide by this policy and the European Code of Conduct for Research Integrity.²¹

Doctoral Education – For postgraduate students funded by SFI, the host Research Body is expected to adopt the principles, standards and good practice for doctoral education as described in the National Framework for Doctoral Education (2015)²², which SFI has endorsed.

Intellectual Property Management – Intellectual Property (IP) should be managed according to the policies set out in the Government publication: Inspiring Partnership – the National IP Protocol 2016. The IP arrangements are the responsibility of the Research Body and shall reflect the collaborative nature of the project, the level of cash and in-kind commitment made by the Industry Partner and compliance with State Aid Regulations.

Gender Strategy – Research should fully consider potential biological sex and socio-cultural gender dimensions as key analytical and explanatory variables. As articulated in the SFI Gender Strategy²³, applicants are recommended to demonstrate that they have considered any potential sex/gender aspects in their proposed research programme.

Appeals Process – This policy establishes procedures and responsibilities for the appeal of the declination of a proposal by SFI.²⁴

State Aid – All SFI funding granted under this call will be subject to and must be compliant with State Aid law. As such, proposals must be designed to ensure that any funding received from SFI does not, directly or indirectly, give rise to the granting of State Aid. Potential applicants are referred to the guidance provided by the European Commission in Section 2 of its **2014 Framework for State Aid for research and development and innovation (2014/C 198/01)**²⁵. If in any doubt as to the interpretation or application of this guidance, potential applicants are advised to seek independent legal advice.

Child Protection – Where relevant, applicants and Research Bodies are required to comply with the provisions of the **Children First Act 2015**²⁶, and the **National Guidance for the Protection and Welfare of Children 2017**²⁷. It is the responsibility of the Research Body to ensure that they are compliant with all applicable law.

Data Protection Policy – The General Data Protection Regulation²⁸ is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union²⁹. Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

SFI may collect, use and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of SFI. Further details regarding SFI's collection, use and

²⁰ <http://www.iua.ie/wp-content/uploads/2014/06/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland-2014.pdf>

²¹ http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

²² http://hea.ie/assets/uploads/2017/04/national_framework_for_doctoral_education_0.pdf

²³ <https://www.sfi.ie/resources/SFI-Gender-Strategy-2016-2020.pdf>

²⁴ <https://www.sfi.ie/funding/sfi-policies-and-guidance/other/>

²⁵ [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0627\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0627(01)&from=EN)

²⁶ <http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

²⁷ http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

²⁸ <https://www.dataprotection.ie/docs/GDPR/1623.htm>

²⁹ <https://www.eugdpr.org/>

disclosure of personal data, and the rights of individuals with respect to any personal data held by SFI, are available in the **SFI Privacy Statement**³⁰.

During peer-review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to SFI, the Research Body and members of the Research Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, SFI may contact the Research Body, the Principal Investigator, or any member of the Research Team with regard to funding opportunities, activities or events organised by SFI or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of scientific data or data relating to the application process). SFI may choose to authorise a third party to contact the Research Body, the Principal Investigator or any member of the Research Team on its behalf.

- **Conflict of Interest** – SFI recognises that applicants may have a prior relationship with an industry partner in an application for funding to SFI (e.g., industry consultancy role, founder of an academic spin-out company) which may be perceived as a conflict of interest. Where potential conflict of interest exists, SFI requires that it is disclosed by the applicant to SFI and their Research Body and that any such situations are managed by the Research Body in accordance with the principles and mandates laid out in the National Intellectual Property Guidelines³¹.
- **Open access** – Where a research publication arises in whole or in part from SFI-funded research (i.e. where one or other of the researchers concerned receives SFI funds in support of their endeavours), the SFI Open Access Availability of Published Research Policy³² should be adhered to. SFI monitors compliance with this policy through its Annual Stocktake of Research Outputs.

Current SFI policies and positions will be reviewed on a regular basis; applicants are advised to consult the policy information in advance of submission of a proposal.

16. AWARD MANAGEMENT

Progress Reporting Requirements

Science Foundation Ireland has stringent requirements for the reporting on awards that it makes. Individuals who hold the primary responsibility for reporting and who fail to comply with reporting requirements, run the risk of having their grant payments suspended. Failure to report can also prevent future applications being considered for funding. Reporting is inclusive of annual reporting (including a statement from the industry partner), completion of the annual stocktake of SFI Research Outputs and the completion of a Researcher Snapshot.

The SFI Grants and Awards Management System, SESAME, is the primary conduit for reporting. In addition to the annual report, awardees are also obliged to keep their SESAME Research Profile updated since the annual stocktake of SFI Research Outputs is drawn directly from the data entered into the Research Profile; this must be updated and completed in January every year. Science Foundation Ireland reporting procedures are detailed [here](#), and webinars describing the entry of data into the Research Profile are available on the Science Foundation Ireland website.

In order for Science Foundation Ireland to evaluate the success of the Industry Fellowship Programme, the Industry Fellowship grant holders will be required to complete a final report at the end of their award, which

³⁰ <https://www.sfi.ie/privacy/>

³¹ <https://www.sfi.ie/resources/The-National-IP-Protocal-2016.pdf>

³² <https://www.sfi.ie/resources/open-access-dec-10.pdf>

includes a statement from the Industry Partner, guidance for which is provided [here](#). The purpose of the report will be to assess how the award has delivered on the programmatic objectives and associated Key Performance Indicators (KPIs), as set out in Science Foundation Ireland's Strategic Plan, Agenda 2020.

Maximise the economic and societal impact of Irish State-funded research and resources by developing and deepening effective industry-academia collaborations through research.

The Industry Fellowship Programme sets out to provide support for the research community to foster new partnerships with industry, or to enhance existing ones. In this regard, it is anticipated, that the Fellowships will result in academic researchers being equipped to participate in more rewarding and ongoing collaborations with innovative businesses and that they will act as a platform to enable industry to garner new networks with academia and academic institutions. Academic researchers will be asked to outline how they benefited from this expertise and knowledge, and how they intend to use this within their group and institution beyond the term of the award/funding period.

Foster impactful innovation by supporting industry-informed research and the exchange of knowledge and expertise between academia and industry.

In the scientific information section of the report, awardees are asked to outline the progress with reference to the associated outputs and outcomes from the collaborative research project carried out over the term of the award. Reference should be made to the deliverables outlined in the research programme and Gantt charts, where relevant. Furthermore, the report will gather information pertaining to key areas of expertise acquired by both partners as a result of the Fellowship, and how this expertise will benefit the relevant groups beyond the term of the award.

Enhance the breadth of training of researchers, and their employability.

It is anticipated that this close alliance between industry and academia will contribute to upskilling the next generation of academic researchers with a broader skill set encompassing business and industry relevant competencies. On the one hand, the exchange will enable academic researchers to gain a better understanding of the business requirements and operations central to carrying out research and development activities in industry. On the other hand, the immersion of industrial researchers in an academic environment will give them access to the latest developments in research practice, thereby contributing to the innovation of business practice within their company.

17. QUESTIONS

Please read this call document thoroughly. Frequently Asked Questions (FAQ) are available on the Industry Fellowship Programme [webpage](#). For general queries, including eligibility queries, please contact the Research Office of the Research Body you intend to submit your application through. For additional information or clarification, contact: industry.fellowship@sfi.ie.

APPENDIX A - Applicant CV Template

Please note that the applicant's full research funding track record and supervisory details should be uploaded via SESAME and should **not** be included in this CV.

The CV should not exceed 6 pages in length.

SECTION 1 – Applicant Details (max. 3 pages)

NAME AND CONTACT DETAILS

CAREER PROFILE (Education and Employment)

Applicants may provide details of any career breaks (for example, due to parental leave or long-term absence through illness) or periods of part-time work.

INNOVATION/COMMERCIALISATION ACTIVITY

Include details on, for example, relevant industry collaborations, qualified invention disclosures, pending and granted patents, licences and spin-out activities.

KEY ACHIEVEMENTS (Research and Impact)

*Give details of **up to five** achievements that have provided significant impact or which have greatly influenced any field in science, technology, engineering or mathematics. Any type of achievement may be included in this section, and applicants are encouraged to elaborate on the various ways in which they have influenced researchers and their disciplines, or demonstrated significant economic and/or societal impact(s). For each example, provide an outline of the stated achievement, what **specific** role was played by the applicant, and how the field and, where relevant, the wider community and society have benefitted or have been influenced as a result. References to published material may be added as required.*

SECTION 2 – Publication Details (max. 3 pages)

A. SELECTED SENIOR-AUTHOR PUBLICATIONS

*Detail up to 10 peer-reviewed, senior-author (that is, first, joint-first or last author) primary-research publications, which will confirm, **where relevant**, that the applicant meets the eligibility requirements for publications for this programme. Refer to the appropriate section of this call document for details on senior-authorship requirements. Preprints may only be included where a Digital Object Identifier (DOI) is quoted. **Note that publications where the applicant claims joint-first authorship will only be accepted as senior-author publications where the article clearly verifies this.***

B. OTHER PUBLICATIONS

Applicants should list any other publications (where they are a senior author or otherwise) that they wish to be considered in the assessment of this application. Applicants should ensure that their primary research outputs are prioritised; however, reviews, essays and any other secondary-research articles relevant to this application may also be listed.

APPENDIX B - PROPOSAL TEMPLATE

The proposal must be a maximum length of 6 pages in total (excluding references).

- All text in uploaded PDFs should be provided in Times New Roman font, or similar, with minimum font size of 11, and at least single-line spacing as well as a minimum margin size of 2.5cm. Text in diagrams may be in any clearly legible font.
- Uploads in SESAME must be submitted in Adobe or Microsoft PDF format only
- The number of pages in uploads must not exceed the specifications for any given section.
- **Applications that do not comply with these requirements will be deemed ineligible and will be returned without review.**
- **Appendices or other unsolicited documentation are not permitted. Applications that include such unsolicited documentation will be returned without review**
- The currency to be used is the euro (€).
- File sizes of attachments should be less than 5MB

The proposal content must be structured under the following 3 headings and sub-headings:

1) Research and Training

- Describe the novelty and/or innovative aspects of the research programme, including workpackages.
- Describe the novelty and/or innovative aspects of the training and mentoring programme.
- Describe the Mentor's expertise and business sector, and how the Fellow's expertise is suitable to carry out the proposed research programme.

2) Impact

- Describe the potential for long term collaboration between the participants, and their commitment to the programme.
- Describe how the Fellowship will enhance the career perspectives and employability of the Fellow and how it will contribute to the Fellow's skills development.
- Describe the proposed measures to exploit and disseminate the results, including Intellectual Property management measures.

3) Execution and Delivery

- Describe how the work and training plans will be implemented (Include a Gantt chart).
- Describe the supervision and mentoring arrangements, including risk management.
- Describe the infrastructure, facilities and space to be provided by the Mentor. This should include details of the office, laboratory, computing, animal or other facilities as necessary, where the research will be done, including the equipment and materials that will be available.
- Disclose any potential conflicts of interest arising from the Fellowship.

APPENDIX C - INDUSTRY FELLOWSHIP PROPOSAL CHECKLIST

SECTION	DESCRIPTION	REQUIREMENTS
Proposal Summary	Direction of Fellowship	Academia-to-Industry or Industry-to-Academia
	Applicant Category	A or B
	Fixed-term contract faculty (Cat A only)	Yes/No
	Confirm Applicant meets eligibility requirements	Yes/No
	Confirm Industry Partner meets eligibility requirements	Yes/No
	Confirm Industry Mentor meets eligibility requirements	Yes/No
	Confirm Industry Fellow meets eligibility requirements	Yes/No
	Applicant sub-category (<i>Cat B only</i>)	<ul style="list-style-type: none"> • B1. Current postdoctoral researcher • B2. Previous postdoctoral researcher • B3. PhD Holder (residing in Ireland) • B4. PhD Holder (residing out of Ireland)
	Date PhD awarded	
	PhD awarding institution (name and country)	
	Grant number of current or previous employing grant (Categories B1, B2 only)	
	Name of Current or previous Supervisor (Categories B1 and B2 only)	
	Contract expiry date [Categories B1, B2 and A (fixed term lecturers only)]	
	Individual Fellowship Holder	Yes/No
Ethical Issues	Complete questionnaire within SESAME	
Resubmission statement		
Industry Partner Details	Organisation Name	
	Organisation type	SME/MNC/Other
	Organisation description/Business sector	Max. 1000 words
	Address	
	Country	
	Telephone	
	Email Address	
	Total number of employees (FTEs)	
	Number of employees in R&D (FTEs)	

	Independently owned premises	Yes/no
	Annual turnover (€)	
Industry Mentor/Fellow Details	Title	
	Name	
	Position in Organisation	
	Email address	
	Industry Mentor/Fellow CV (no template required)	Max 6 pages
Proposal Summary	Proposal title	Max 30 words
	Proposal ID	Auto-generated
	Time commitment to fellowship (%)	Choose one
	Award duration (months)	Choose one
	Placement duration (months)	Choose one
	Industry cash contribution (€)	
	Industry in-kind contribution (€)	
	Primary Priority Area	Choose one
	Secondary Priority Area	Choose one
	Research area – primary	Choose one
	Research area – secondary	Choose one
	Describe how Fellowship aligns with SFI legal remit	Max. 250 words
	Describe how Fellowship aligns with Industry Fellowship programme	Max. 250 words
	Location of Applicant at time of application	Choose one
Applicant details	Applicant CV – use template provided (upload)	Max. 6 pages
	ORCID iD	Link Sesame profile to ORCID iD
	Applicant associated to an SFI Research Centre	Yes/No (grant code)
	Number of previously held Industry Fellowships	Choose one
	Enter details or import from SESAME profile	
Publications	Enter details or import from SESAME profile	
Supervisory Experience	Keywords	Max. 15
Main Body of Full Proposal	Scientific Abstract	Max. 200 words
	Lay Abstract	Max. 100 words
	Fellowship Proposal (upload)	Max. 6 pages
	References (upload)	Max. 1 page
	Expired, Current & Pending Funding (enter details or import from SESAME profile)	
Research Funding	Indicate scientific overlap	Max. 1000 words
	Confirm that research funding section has been completed	Choose one

	Budget Breakdown - details of all relevant costs (€)		Budget Table
Budget	Budget justification, including industry contributions, if any (Upload)		Max. 2 pages
	Academia-to-Industry		Category A (Faculty Researchers)
Letters of Support	Academia-to-Industry Industry-to-academia	Category A (Faculty Researchers) Category B (Postdoctoral Researchers)	Industry Mentor
			Technology Transfer Office
			Centre Director (SFI Research Centre co-PIs only)
			Statement from SFI-funded Applicant (where relevant)
			CoI Statement (where relevant)
			Research Body
		Category B (Postdoctoral Researchers) Category A only	Industry Mentor
			Research Body (Research Fellows only)
			CoI Statement (where relevant)
			Technology Transfer Office
Research Body			
Industry-to-academia	Category A only	Academic Mentor	
		Technology Transfer Office	
		CoI Statement (where relevant)	
		Industry Partner	

Viewing the PDF of your application prior to submission allows you to verify content

There is no system validation on multiple upload file fields as the number of documents required may vary for each application.



It is the responsibility of the applicant to ensure that all documentation is included and that page lengths are not exceeded.

APPENDIX D - SESAME Instructions for Proposal Submission

Step 1: Eligibility Questionnaire

Applicants will be asked to select one of the two options below:

- A. Faculty Researcher
- B. Postdoctoral researcher

Category (B) applicants who are current or previous postdoctoral researchers on a research or commercialisation grant held by an eligible Irish Research Body are requested to name the grant code that is, or has been, funding their work. **The eligibility of PhD holders will be based on the date of award of their PhD degree.** Researchers associated with an SFI Research Centre will be asked to note it in a yes/no dropdown menu.

Step 2: Full Proposal Preparation

(i) Proposal Summary

Proposal Title (max. 30 words)

The Research Proposal title should clearly convey the nature of the research to be undertaken, in up to 30 words. Please note that the title should be non-confidential.

Duration of Award Requested (In months)

The duration of the award (in months) should be provided. For full-time Fellowships, the Award Duration may vary between 1 month and 12 months. For part-time Fellowships, the Award Duration may vary between 2 months and 24 months.

Duration of Placement Requested (In months)

The duration of the placement (in months) should be provided. This is the time spent by the Academic Fellow working on the *Industry Partner's* premises. The duration of the Placement may vary between 1 month and 12 months. The duration of the Placement must be 100% of the total award duration for full-time fellowships (100% Time Commitment). For part-time fellowships, the duration of the Placement (and related Time Commitment) is expected to be around 50% of the award duration but can vary depending on the needs of the project and training plan.

Priority Area and Alignment

Applicants should select one of the 14 Refreshed Priority Areas from the drop-down menu as the Primary Priority Area, which best describes the proposed research. It is also possible to detail Secondary Priority Areas that the research will be relevant to. Alternatively, applicants may select "Other".

Research Area (Primary)

Select a primary research area to which the proposed research best aligns.

Research Area (Secondary)

Select a secondary research area to which the proposed research best aligns.

Alignment with SFI's legal Remit (max. 250 words)

The applicant must complete a statement (250 words maximum) justifying how their proposed research is aligned with SFI's legal remit. This statement will be used as part of SFI's determination on the eligibility of the application.

Ethical Issues

All applicants, in particular, those expecting to carry out research involving the use of animals, human participants, biological material or identifiable (or potentially identifiable) data, are required to complete an Ethical Issues Questionnaire within SESAME, which forms part of the application. The Project Proposal section must include a description of the proposed research and methodology relating to the intended animal- and/or human-based studies. Guidance on the ethical and scientific issues in carrying out such studies is provided on the SFI website

Science Foundation Ireland will require evidence that relevant ethical and regulatory approval has been granted for studies involving human or animal subjects prior to an award commencing. In exceptional cases where such research may not commence until a later stage of an award, Science Foundation Ireland may permit submission of ethical and regulatory approvals following the award start date but prior to commencement of the research involving animal and/or human subjects.

Clinical Trials

Clinical trials and investigations requiring approval by the Health Products Regulatory Authority (i.e., HPRA) will not be permitted through the Industry Fellowship Programme.

Resubmission Statement

Applications to any call that are based primarily on unsuccessful submissions (following peer review) to any Science Foundation Ireland programme must demonstrate that the review comments resulting from the initial application have been taken into account in the preparation of the new submission. Resubmissions that have not clearly taken into account the major comments or concerns resulting from the prior assessment will be withdrawn without review. Please see SFI Policy on Resubmission of Grant Applications for further information.

Applicants must declare whether a new proposal relates to a previously submitted application to any Science Foundation Ireland scheme. Where the application is a resubmission, a statement referencing the previous application and explaining the differences must be provided and references to reviewers' comments must be made where relevant. This statement will assist SFI Scientific Staff in the assessment of eligibility of a revised application and will not be shared with reviewers.

(ii) Lead Applicant Details

Location of Applicant

Please provide the location of the Applicant at the time of application from the drop-down menu.

Time Commitment to Project

Please provide the % time commitment of the Fellow to the project (Placement Time/Award Duration). The time commitment must be 100% for full-time fellowships. For part-time fellowships, the Time Commitment is expected to be around 50% of the award duration, but can vary depending on the needs of the project and training plan.

Lead Applicant CV - (Upload to SESAME)

A CV of the applicant (max. 6 pages) using the template found at the end of this document should be completed and uploaded (see Appendix A). The CV template is also available for download from the Industry Fellowship webpage. The CV not only provides information about the applicant's education, employment record and research outputs, but also identifies up to five key achievements in research and impact.

Summary information on publication output and supervisory experience to date

Please provide summary information on the total numbers of publications and supervisory experience to date for the Applicant.

(iii) Collaborator(s) Details

Industry Partner

Addition of Industry Partner ("Industry") Information must be included in this section. Clicking on the "Add" button will open a form into which details about the Industry Partner should be completed. Ensure that "Industry" is selected in the 'Collaborator Type' drop-down menu. Only one Industry Partner may be assigned in the proposal. Once details regarding the name and institution of the Industry Partner have been added and saved, which is achieved by clicking on the "Save Draft" button at the bottom of the application form, it will be possible to upload the Industry Partner's CV (maximum of six pages) by clicking on the appropriate button. A template is not provided nor required for Industry Partner CVs.

Additional Academic and/or Industry collaborators are not permitted on Industry Fellowship applications.

Conflict of Interest

Science Foundation Ireland recognises that Applicants or their supervisors may have a prior relationship with the prospective Industry Partner (e.g., holding a decision-making role in the company, such as being the CEO or a major shareholder in the company). In the context of applications submitted to SFI that involve Industry either directly (e.g. as partners or collaborators) or indirectly (e.g. through engagement for concept/market validation), applicants and Research Bodies should manage any potential conflicts of interest. Where a potential conflict of interest exists, SFI requires that it is disclosed by the applicant to the Foundation and Research Body and is managed by the Research Body in accordance with the principles and mandates laid out in the document: *Inspiring Partnership - the National IP Protocol 2016*.³³

Potential conflicts of interest with respect to any Industry partners named in the application should be directly declared within the proposal. Furthermore, the Host Research Body Letter of Support (See Section 10) should contain a description of the institutional policy regarding management of such conflicts.

³³ <https://www.sfi.ie/resources/The-National-IP-Protocol-2016.pdf>

(iv) Main Body of Proposal

Keywords (max. 15 words)

Please list the keywords/phrases from the research discipline or sub-discipline that best describe the research proposed in the application.

Scientific Abstract (max. 200 words)

This should be a succinct and accurate summary, in technical language, of the proposed work when separated from the application. Confidential information should **not** be included in the Scientific Abstract.

Lay Abstract (max. 100 words)

This should be a succinct and accurate summary in lay, non-technical language of the proposed work when separated from the application. Confidential information should **not** be included in the Lay Abstract.

Project Proposal (max. 6 pages) - (Upload to SESAME)

The project proposal must be at maximum 6 pages in total (excluding references) and must be structured under the headings and sub-headings described in Appendix B.

References (max. 1 page)

(v) Expired, Current and Pending Support of Applicants

The Applicant must report on any expired, current and pending funding.

The applicant must complete the textbox detailing potential overlap between current and pending funding and the proposed research in this application. For each current and pending grant listed above, the applicant must clearly indicate any scientific overlap with this application, referring only to overlap in content.

(vi) Proposed Budget

Please note that the **Budget Table** for completion by the applicant(s) is located at the end of the full proposal application in SESAME.

The costs eligible for grant support by Science Foundation Ireland are those costs which can, uniquely and unambiguously, be identified with the proposed research programme. Applicants must give details of all relevant costs, including staff and travel (mobility allowance). Ensure that the final total provided includes all costs requested from Science Foundation Ireland. All grants are made directly to the Applicant's research body. Please also refer to the **SFI Grant Terms and Conditions**³⁴ and also the **SFI Grant Budget Policy**³⁵.

See notes for completion in the SESAME Users Guides³⁶ and within SESAME.

a) Staff: Salaries and benefits

Please refer to the SFI Grants Team Member Budgeting Scale³⁷ and note that the 'Cost to Grant' figures in these scales include the 20% employer's pension. Please note that the submission of an application by the host Research Body must only take place once salaries requested have been approved and justified. Unless appropriately justified in the Budget Justification section and by the Letters of Support, the salary will be allocated based on the number of years post-PhD of the Applicant at the time of application, starting at level

³⁴ <https://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/index.xml>

³⁵ <https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/index.xml>

³⁶ <http://www.sfi.ie/funding/award-management-system/>

³⁷ https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/1.-SFI-Team-member-scales_amendments_January-2018_Final.pdf

2A.2 for Applicants who received their PhD in 2018. Salary requests will be pro-rata and proportional to the Time Commitment of the applicant.

b) Travel

A contribution towards travel and accommodation costs directly related to the progress of the Fellowship may be requested, see Eligible costs under Section 4 and 5, where relevant.

c) Ineligible Costs

The following costs are *examples* of ineligible costs under Industry Fellowship 2018:

Equipment; Materials and Consumables; subsistence; PhD stipends and fees; clinical buyout, contingency or miscellaneous costs, hospitality and entertainment costs; technology transfer or any Intellectual Property protection costs (e.g. patent costs); workshop organisation; journal subscriptions.

(viii) Budget Justification (max. 2 pages)

Please include the salary scale (as per SFI Grants Team Member Budgeting Scale³⁸) for Category B applicants. Only eligible Research Bodies will be entitled to receive direct funding through the grant and all funding will be administered through the Applicant's research body. Where relevant, Applicants should also provide details of cash and in-kind contributions that are committed by the Industry Partner (see Section 8).

(ix) Letters of Support (upload)

(x) View Proposal Prior to Submission

A PDF of your proposal is available in SESAME and should be reviewed prior to submission to enable you to validate your application. The responsibility lies with the applicant in this regard. Submission is made initially to your local research office for approval, prior to submission by the research office to Science Foundation Ireland Please contact your Research Office well in advance in order to obtain registration details for SESAME and familiarise yourself with any internal Research Body submission deadlines.

Applicants will receive a notification from SESAME periodically when the status of their proposal changes. Alternatively, if you wish to track the status of your proposal e.g. proposal pending Research Office approval or under review at Science Foundation Ireland, this information will be displayed in SESAME.

³⁸ https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/1.-SFI-Team-member-scales_amendments_January-2018_Final.pdf